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ABSTRACT

A tech prep/associate degree program in information technology was developed to prepare workers for entry into and advancement in occupations entailing applications of scientific principles and higher mathematics in situations involving various office machines. According to the articulation agreement reached, students from five country regional vocational systems in western Illinois would complete the first 2 years of the program at their respective secondary schools and then receive either an associate degree with a technical option or an associate degree in management after having completed their final 2 years of training at Shawnee Community College (SCC). During the course of the project, representatives from each participating school participated in inservice training and collaborated to develop a local education agency (LEA) sequence of courses, task list, and course syllabus for a course titled "Introduction to Computers." (Appended are lists of tech prep planning committee members and the advisory administrative team, the articulation agreement, the sequence of courses in the tech prep program, a task list and syllabus for the introduction to computers course, an information processing update, a news release, project information, and a financial report.) (MN)

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SHAWNEE COMMUNITY COLLEGE

Funding Agreement Number: JMAA360

July 30, 1992

by

Larry Choate

Curt Miller

Dee Poston

Information Processing Technology

FINAL REPORT

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
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FINANCIAL REPORT

FINAL REPORT

Official Project Title: Information Processing Technology

Funding Agreement Number: JMAA360

Project Director: Larry Choate

Funded Agency: Shawnee Community College

Time Period Covered: July 1991-June 30, 1992

Expected contribution or potential impact on Vocational and Technical education:

The Information Processing Technology program will prepare workers for entry to and advancement in the respective occupations that entail applications of scientific principles and higher mathematics in situations with various people and machines.

Products Delivered:

-10 final reports
-10 LEA Sequence of courses
-Information Processing Articulation Agreement
-Task list and course syllabus

2b. Major Accomplishments of the Project:

1. In August, 1991, staff will be selected to coordinate the activities of the project.

Staff members were selected for the coordination of the project by Shawnee Community College. The Tech Prep Coordinator received extensive inservice training at state-sponsored Tech Prep inservice meetings.

August 15, 1991-Workshop, Education for Employment, Effingham, IL
October 3, 1991-Tech Prep Workshop, Mt. Vernon, IL
October 29, 1991-Teleconference at Southern Illinois Univ., Carbondale, IL
October 30, 1991-Illinois State Normal University, Normal, IL
November 12, 1991-Perkins Workshop presented by Five County Vocational System, Shawnee College, Ullin, IL
November 15, 1991-Collinsville Tech Prep Training Meeting, Collinsville, IL
November 29, 1991-Carl Perkins Meeting, Bloomington, IL
January 29, 1992-Tech Prep Training Meeting, Springfield, Il
April 5, 1992-Linkage Workshop, Springfield, IL
April 28, 1992-Applied Math Workshop, Ullin, IL

2. During the summer, 1991, the staff and administrators involved with the project will attend a state-directed inservice.

Larry Choate and Curt Miller attended state directed inservice sessions at the state Board of Education offices in July of 1991 and statewide inservice training sessions for system Directors and College Deans.

3. By October 1, 1991, all instructors were selected to participate in the initial planning year for the Tech Prep activities. These instructors were oriented to the intent of the Tech Prep effort and served as members of the Tech Prep Planning Committee which met on numerous occasions throughout the year.

*See Appendix for Tech Prep Planning Committee members

4. By November 15, 1991, strategies for joint training of other selected instructors will be developed and disseminated to the appropriate agencies.

Inservice training and information relative to the intent of the project during the planning phase was disseminated to all faculty at the eleven secondary sites. An orientation of the entire faculty at Shawnee Community College was conducted by Jerry Ohare, Contract Administrator of Vocational Education Program Improvement.

Information was disseminated to all education agencies within the region at various times throughout the school year. Brochures on Tech Prep workshops were also disseminated to all agencies and educational personnel were encouraged to participate.

5. By January 30, 1992, a student selection and training program will be developed that will assist in recruitment of students.

Discussion occurred on numerous occasions at the committee meetings throughout the year regarding student selection and the criteria needed for enrolling in Tech Prep courses during the implementation year. It is felt that the participants all have an excellent grasp of the criteria needed for student selection; time constraints did not permit the actual finalization of a listing of criteria. This listing of selection criteria will be a first order of business when the reorganized Planning Committee has its first meeting during the FY93 project year.

6. By March 15, 1992, articulation agreements will be developed and signed between the cooperating agencies.

The Planning Committee designed the articulation agreement for Information Processing and prepared a draft copy for review by the Administrative team.

NOTE: The Administrative Team, consisting of an administrator from each of the eleven districts and Shawnee Community College, resulted from a suggestion by Jerry Ohare, Contract Administrator, to meet a need for more Administrative involvement at Secondary and Post-Secondary levels.

The Administrative Team met and reviewed the articulation agreement for Information Processing, and finalized the document that was presented to the Board of Control and Shawnee Community college officials for formal adoption. A signed copy of this agreement is in the Appendix.

7. By June 30, 1992, a long range plan for inclusion of all secondary schools was developed. Each school was informed on numerous occasions of the requirements and responsibilities for becoming a Tech Prep site during the implementation years. Each of the eleven secondary districts consistently expressed a desire to be included as a Tech Prep site. At the present time, it is assumed that all eleven districts will be involved during the 1992-93 school year in implementing the Information Processing program and Applied Academics in the areas of Math and English. Considerable CORD materials were provided to each districts Mathemetics and English teachers. A further commitment will be required from each district in implementing the Tech Prep program during FY93.

8. By June 30, 1992, a plan will have been developed that outlines procedures to be followed for placement of students.

All Counselors at both Secondary and Post-secondary levels were provided orientation regarding transition and placement services for Tech Prep students and tracking data needed to substantiate placement.

A consultant has been contracted to do research directly with Business and Industry in the region to develop strategies for placement of future Tech Prep completers.

9. By June 30, 1992, sequenced vocational-technical courses will have been restructured and/or developed to integrate academic and vocational instruction.

The Tech Prep Planning Committee and the Administrative Team compiled a sequence of courses for a 2 + 2 Information Processing program which culminates in either an Associate Degree with a Technician Option or an Associate Degree in Management.

Project officials were extremely pleased that 22 Secondary and 6 Post-secondary staff members enrolled in the Tech Prep Applied Academics Workshop at Rend Lake College during the week of June 15-19, 1992. (See workshop brochure in Appendix.)

2c. Evaluation and Impact:

Impact data will be collected during the implementation year.

2d. Resource Listing:

1. Entire sets of the CORD materials for Applied Mathematics and Applied Communication were purchased and made available to Secondary and Post-secondary staff.

*NOTE: See attached CORD materials.

2. Human Resources

a) Names, Position, Name of Agency (Paid)

HIGH SCHOOLS

Lou Parker, Information Processing teacher for Vienna High School

Tom Willoughby, Information Processing teacher for Massac Unit 1 High School

Tom Metheny, Electronics teacher for Meridian High School

Bill Schildknecht, Electronics teacher for Union Anna-Jonesboro High School

Barbara Jones, English teacher and Counselor for Vienna High School

Richard Diefenbach, Mathematics teacher for Cobden High School

Eddie Weston, Social Studies teacher for Meridian High School

Sharon Burris, Curriculum Director for Massac County High School

Karen Skoffic, Curriculum Director for Egyptian High School

Joyce Smith, Science teacher for Dongola High School

Ron Gray, Joppa/Maple Grove Principal

John Phillippe, Principal for Shawnee High School

SHAWNEE COMMUNITY COLLEGE

Dale Faughn, Electronics teacher

John Shelton, English teacher

Brad Belt, Math teacher

Dee Blakely, Guidance Counselor

Sharon Resch, Information Processing

Ted Holms, Computer teacher and Department Head-Business department

Tony Gerard, Science teacher

See attached list of paid consultants.

2b. Unpaid Participants:

Tech Prep Advisory Panel Members and Administrative team:

The following are Administrators in regional High Schools:

Bruce Jeffress, Vienna
Joe Steffey, Goreville
Ron Gray, Joppa
Doris Vogt, Massac
Terry Rueffer, Century
Larry Spain, Meridian
Linda Davis, Egyptian
Dick Gray, Dongola
John Phillippe, Shawnee
Bob Schluter, Cobden
Jim Smith, Anna-Jonesboro

Representatives of Business and Industry

Jo Ella Basler
Community Health and Emergency Services

Cindy Caldwell
Illinois Department of Employment Security

Rich Fox
Unimin Specialty Minerals

John Czuba
Massac Environmental Technologies

Charlotte Palmer
Southern Seven Health Department

Bill Coleman
Associated Lumber

Byron Dodd
Taylor, Dodd and Wood Insurance Agency

Jim Kaufman
Southern Illinois Electric Cooperative

Charlotte Dover
Title and Tax Service

Bradley Smith
Choate Mental Health

e. PROBLEMS

-Time constraints impacting upon the classroom teachers who are being asked to make considerable Curriculum changes for implementation of Tech Prep instruction appear to be the greatest problem.

-The large geographic area in the five counties required considerable travel for Planning Committee members who met regularly at 4:00 p.m. after the school day.

f. PUBLICITY

During the second year, components of an articulated Information Processing program shall be implemented at seven sites and at Shawnee Community College. Commitment, understanding, and direct involvement of selected information processing and applied academic teachers will be expanded. Inservice training of the several kinds of staff will be continued throughout the implementation stage. The same approach will be used with secondary and post-secondary teachers who participated in the applied academics workshops that was conducted June 15-19 at Rend Lake College. Twenty-two secondary and six post-secondary teachers were in attendance at the workshop. Their interest in applied academics is evidence of awareness created and knowledge established during the planning year. Meetings, workshops, development of curriculum and work with students will continue during the FY93 year. Most importantly, several students will be affected by improved teaching strategies which will be implemented during FY93.

One of the especially important aspects of the implementation phase will be assessment of laboratory equipment needs and the purchase of needed equipment in keeping with teacher-generated requests, as designed by task listings and employer inputs. Information Processing and academic teachers will also participate in a mini-grant program to procure essential learning materials and other resources. Staff associated with three or four additional programs in the various twelve secondary attendance centers and the college will be involved in planning activities. Instructors in Health Careers, Computer Assisted Drafting, Electonics, Food Service programs and related academics will be engaged in activities similar to those which Information Processing and related academic teachers were engaged during FY92. The FY92 activities and sequencing of the courses will be adjusted to increase effectiveness. The new programs were identified by the FY92 Tech Prep Planning Committee and the Administrative Team as worthy of planning during FY93 because they are compatible with real jobs, student interests and capabilities, and institutional capacities.

Transition services will be redefined/developed via project personnel working with student services personnel, who will have opportunity to purchase learning materials relative to resume writing, interviewing and other job seeking/maintaining essentials. Transition services will include youth internship and permanent job placement services.

Results of formative and summative evaluation activities will be utilized in internal and external public relations activities and, of course, to improve the work of the ongoing project as expansion occurs across occupational areas and attendance centers.

g. PUBLICITY:

July 21, 1992-Pat Burt, Consultant for Building Fairness and Dee Poston, Coordinator for Tech Prep, made presentations via radio on Metropolis and Anna stations for the purpose of making parents and the public aware of their respective programs.

News articles have appeared in the local newspapers throughout the region. The President's newsletter at Shawnee Community College has also been utilized as a means of explaining and promoting the program.

2d. CONSULTANT SERVICES

Ethel Holaday	In-service Workshops on 11/13/91 and 12/16/91
Sherri Hunter	In-service Workshop 12/16/91
Brenda Ferguson	In-service Workshop 10/03/91
Ted Holm	Curriculum Development for the Information Processing Programs - Spring/Summer 1992
Dale Faughn	Curriculum Development and Revision for Electronics and Computer Programs at Shawnee Community College - Spring 1992
Ron VanMeter	Curriculum Development and Revision for Electronics and Computer Programs at Shawnee Community College - Spring 1992
John Washburn	Program Review of Identified and Planned Tech Prep Programs - Fall 1991
	Tech Prep Program Development with a Focus on Implementing of Program Completers and Follow-Up Procedures - Summer 1992
Hartzel Black	Program Review of Identified and Planned Tech Prep Programs - Fall 199
Ron Stadt	Reviewed the progress of the program and made recommendations for FY93 - Spring 1992attendance centers.

APPENDIX

2b.
3.

SHAWNEE COMMUNITY COLLEGE

TECH PREP PLANNING COMMITTEE

MEMBERS - POST-SECONDARY

ELECTRONICS

-Dale Faughn

ENGLISH

-John Shelton

GUIDANCE COUNSELOR

-Dee Blakely

INFORMATION PROCESSING

-Gary Hamby

MATH

-Brad Belt

SCIENCE

-Tony Gerard

SOCIAL STUDIES

-Dale Bishop

2b.

3.

FIVE COUNTY REGIONAL VOCATIONAL SYSTEM

TECH PREP PLANNING COMMITTEE

MEMBERS - SECONDARY

BUSINESS	
-Kay Sue Miller	Century High School
CURRICULUM DEVELOPMENT	
-Sharon Burris	Massac #1
-Ron Gray	Joppa/Maple Grove Principal
-John Phillippe	Shawnee High School Principal
INFORMATION PROCESSING	
-Lou Parker	Vienna 13-3
-Tom Willoughby	Massac #1
ELECTRONICS	
-William Schildknecht	A-J #81
-Tom Metheny	Meridian #101
ENGLISH	
-Barbara Jones	
MATH	
-Richard Diefendach	Cobden #17
-Ken Meadows	
-Jane Woodside	Dongola
SCIENCE	
-Joyce Smith	Dongola #66
SOCIAL STUDIES	
-Eddie Weston	Meridian #101
GUIDANCE	
-Karen Skoffic	Egyptian #5

2b.

6.

TO: Advisory Administrative Team

Bruce Jefferess	-	Vienna #13-3
Joe Steffey	-	Goreville #1
Ron Gray	-	Joppa #38
Doris Vogt	-	Massac #1
Terry Rueffer	-	Century #100
Larry Spain	-	Meridian #101
Linda Davis	-	Egyptian #5
Dick Gray	-	Dongola #66
John Phillippe	-	Shawnee #84
Bob Schluter	-	Cobden #17
Jim Smith	-	Anna-Jonesboro #81

2b.

6.

ARTICULATION AGREEMENT

SHAWNEE COMMUNITY COLLEGE
AND
FIVE COUNTY REGIONAL VOCATIONAL SYSTEM

ARTICULATION AGREEMENT

FOR

TECH PREP INFORMATION PROCESSING PROGRAM

This articulation agreement is between the Shawnee Community College and the Five County Regional Vocational System which is acting on behalf of its member districts for the Tech Prep Information Processing 2 + 2 program.

The agreed upon items listed below are hereby adopted and will be utilized for secondary students desirous of pursuing a technologically oriented Associate Degree at the community college level.

1. Participating instructors at the secondary and postsecondary level will formally adopt and teach from a list of competencies (task list) based on job entry-level task requirements. Criteria for evaluation and recording levels of competency will also be formally adopted.

2. The secondary graduate will be permitted the option of waivering out of Business 219 if a grade of "B" or better was earned in the Information Processing I course while in high school. This high school course is to be taught for one period per day for the 9 months school term.

3. The secondary graduate will be permitted the option of waivering out of Business 219 and Secretarial 227 (Office Information Processing) if a grade of "B" or better was earned in the Information Processing I and II course while in High School. These high school courses are to be taught for at least one period per day for 9 months and continue for two school years.

4. There will be a minimal processing fee assessed for option 2 and 3. All waivering out of a college course will require the signature of the secondary instructor certifying the student is competent in the skills and knowledges listed within the respective course taken in secondary school.

5. A list of completed competencies for secondary students will be transmitted to the college along with the students transcript.

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6. Secondary students who desire to take the introductory courses for Bus. 219 and for Sec. 227 (Office Information Processing) will be given the option of doing so.

7. An twelve month period of time will be permitted between graduation from secondary school and accessing the options listed in items 2 and 3 above. After the 12 months period has expired a competency test may be administered by the College.

8. Credit awarded for any waived course(s) will be held in escrow until a student has successfully completed a total of 12 semester hours of credit.

9. All participating new faculty and administrators, full time and part-time will have training in competency-based education and will receive orientation on the articulation process.

10. Prior to the beginning of each school year a meeting will be scheduled to review the Syllabus of each occupational area. the occupational task lists, grading systems, and recording forms, and amend, as needed. The Director of the Regional Vocational System, the Department Chairperson of the Business Department, and teacher representatives will meet prior to the end of May and no later than September to align curriculum issues.

11. No examinations will be required for granting credit for Business 219 and/or Secretarial 227 (Office Information Processing) during the 12 months time period.

12. Students receiving a waiver and credit for Business 219 and/or Secretarial (Office Information Processing) will not be required to replace the waivered hours in completing an associate degree.

15. Guidance Counselors for both agencies will meet twice during the school term to collaborate on the services provided to the Tech Prep students so educational experiences can be maximized.

This articulation agreement will be in effect upon acceptance and signatures of both agencies involved. It will remain in effect annually unless written notice is given by either party involved no later than February 1 of the current school term.

Shawnee Community College District	Five County Regional Vocational System
Larry Choate	Curtis Winn
Dean of Instruction	System Director
7-1-92	6-16-92
Date	Date
Jack D. Hiel	Michael Corzine
President	Chair, Board of Control
7-1-92	6-16-92
Date	Date

SEQUENCE OF COURSES

Tech Prep Is ...

* An avenue to education reform
* The integration of technical and academic curriculum
* A secondary and postsecondary articulated curriculum
* An avenue to an associative of applied science degree and posssibly more advanced education
* Partnerships between all levels of education and business/industry
* Preparation for employment, careers and continuing education

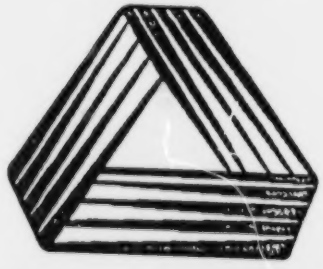
INFORMATION PROCESSING

"Management Option"

Massac High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

MASSAC HIGH SCHOOL
Suggested Tech Prep Course of Study For Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Business and Technology Concepts	Typing I	Information Processing I	Information Processing II
English	English	English	English
Math	Math	Math	Elective
Science	Science	Science	Elective
Physical Education/ Health	Physical Education/ Driver's Education	Physical Education	Physical Education
World History	Psychology/ Sociology	American History	American Government
Elective	Elective	Elective	Elective
	Recommended electives for Tech Prep Area:	Typing II, Accounting I Business Math/Business Law	Advanced Acc, Sec. Procedures Bus. Math/Bus. Law

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

- Students should be advised that they are not "locked" into the Tech Prep sequence of courses. Students may enter the program at any point as long as they meet the prerequisites for the higher level course.

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Freshman	Sophomore
First Semester	**First Semester**
ENG 111-Eng. Composition MAT 114 or210 or 121-Math ACC 111-Intro. to Acctg. BUS 219- Bus. Comp. Sys. SEM 111-Pers. Career Dev. COM 261-Adv. DOS	BUS 214-Business Law I COM 168-Intro. Desktop Pub. BUS 210-Principals of Mgt. COM 225-Systems Analysis ECO 211-Economics COM 264 Adv. dBase IV COM 266-Adv. Lotus
Second Semester	**Second Semester**
ENG112-English Comp. SPC 111-Speech PSY 211-Psychology BUS 116-Prin. of Marketing One of the following: COM 220 COBOL COM 224 PASCAL COM 228 RPG II/III	BUS 297-Info. Proc. Intern. COM 268 Adv. Desktop Pub. ENG ???-Business Comm. BUS 215-Business Law II BUS 211-Intro. to Finance

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

??? denotes new course listing.

Tech Prep Is ...

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- The integration of technical and academic curriculum
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- Preparation for employment, careers and continuing education

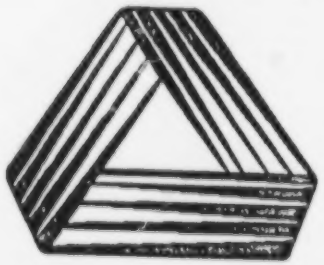
INFORMATION PROCESSING

"Technician Option"

Massac High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

MASSAC HIGH SCHOOL
Suggested Tech Prep Course of Study For Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Business and Technology Concepts	Typing I	Information Processing I	Information Processing II
English	English	English	English
Math	Math	Math	Elective
Science	Science	Science	Elective
Physical Education/ Health	Physical Education/ Driver's Education	Physical Education	Physical Education
World History	Psychology/ Sociology	American History	American Government
Elective	Elective	Elective	Elective
	Recommended electives for Tech Prep Area:	Typing II, Accounting I Business Math/Business Law	Advanced Acc, Sec. Procedures Bus. Math/Bus. Law

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

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SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
TechnicianOption

Freshman		Sophomore	
First Semester		First Semester	
ENG	111 or 124-English	SEC	223-Document Prod.
SEC	120-Recs. and DB Mgt.	ACC	224-Comp. Acctg.
SEC	227-Office Info. Process.	BUS	260-Human Relations
BUS	219-Bus. Comp. Sys.	COM	168-Intro. Desktop Pub.
SEM	111-Pers. Career Dev.	ECO	211-Economics
COM	161-Intro to DOS	ENG	???-Applied Comm.
SPC	111-Speech	COM	166-Intro. to Lotus
Second Semester		Second Semester	
ENG	112 or 125-English	SPC	210-Interper.Comm.
COM	261-Adv. DOS	PSY	224 or 211-Psychology
ACC	111 or BUS 124	BUS	297-Info.Proc. Internship
BUS	128-Intro. Mgt.	COM	268-Adv. Desktop
MAT	114 or 121 or 210-Math	COM	266-Adv. Lotus 1-2-3
SEC	236 Adv. Info. Proc.	SEC	128-Machine Trans.
		SEC	???-Graphics

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

??? denotes new course listing.

Tech Prep Is ...

* An avenue to education reform
* The integration of technical and academic curriculum
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* Partnerships between all levels of education and business/industry
* Preparation for employment, careers and continuing education

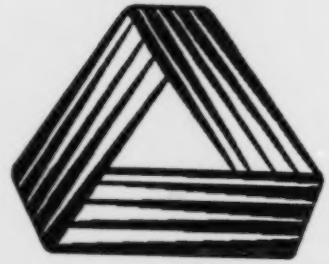
INFORMATION PROCESSING

"Management Option"

Cobden High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

COBDEN HIGH SCHOOL
Suggested Tech Prep Course of Study For Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Computer Keyboarding	Computer Software Applications	Information Processing I-B	Information Processing II-B or Accounting
English I	English II	English III	English IV or Oral Communication
Math	Math	Math or Elective*	Math or Elective
Science	Science	Science	Elective
World History/ Geography	Driver's Ed./ Elective	History	Government
Health Education/ Physical Education	Physical Education	Physical Education	Physical Education
Elective	Elective	Oral Communication/ Career Cons. Ed.	Elective

*Minimum Math Requirement: Algebra I(Pre-College Math if student is Capstoning to Community College)

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

* Students should be advised that they are not "locked" into the Tech Prep sequence of courses. Students may enter the program at any point as long as they meet the prerequisites for the higher level course.

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Freshman		Sophomore	
First Semester		First Semester	
ENG 111-Eng. Composition		BUS 214-Business Law I	
MAT 114 or210 or 121-Math		COM 168-Intro. Desktop Pub.	
ACC 111-Intro. to Acctg.		BUS 210-Principals of Mgt.	
BUS 219- Bus. Comp. Sys.		COM 225-Systems Analysis	
SEM 111-Pers. Career Dev.		ECO 211-Economics	
COM 261-Adv. DOS		COM 264 Adv. dBase IV	
		COM 266-Adv. Lotus	
Second Semester		Second Semester	
ENG112-English Comp.		BUS 297-Info. Proc. Intern.	
SPC 111-Speech		COM 268 Adv. Desktop Pub.	
PSY 211-Psychology		ENG ???-Business Comm.	
BUS 116-Prin. of Marketing		BUS 215-Business Law II	
One of the following:		BUS 211-Intro. to Finance	
COM 220 COBOL			
COM 224 PASCAL			
COM 228 RPG II/III			

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

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* Preparation for employment, careers and continuing education

INFORMATION PROCESSING

"Technician Option"

Cobden High School

TECH PREP SEQUENCE

Computer Skills

Basic Skills

COBDEN HIGH SCHOOL
Suggested Tech Prep Course of Study For Information Processing

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Technician Option

Grade 9	Grade 10	Grade 11	Grade 12
Computer Keyboarding	Computer Software Applications	Information Processing I-B	Information Processing II-B or Accounting
English I	English II	English III	English IV or Oral Communication
Math	Math	Math or Elective*	Math or Elective
Science	Science	Science	Elective
World History/ Geography	Driver's Ed./ Elective	History	Government
Health Education/ Physical Education	Physical Education	Physical Education	Physical Education
Elective	Elective	Oral Communication/ Career Cons. Ed.	Elective

*Minimum Math Requirement: Algebra I(Pre-College Math if student is Capstoning to Community College)

Freshman		Sophomore	
First Semester		First Semester	
ENG	111 or 124-English	SEC	223 -Document Prod.
SEC	120-Recs. and DB Mgt.	ACC	224 -Comp. Acctg.
SEC	227-Office Info. Process.	BUS	260-Human Relations
BUS	219-Bus. Comp. Sys.	COM	168-Intro. Desktop Pub.
SEM	111-Pers. Career Dev.	ECO	211-Economics
COM	161-Intro to DOS	ENG	???-Applied Comm.
SPC	111-Speech	COM	166-Intro. to Lotus
Second Semester		Second Semester	
ENG	112 or 125-English	SPC	210-Interper.Comm.
COM	261-Adv. DOS	PSY	224 or 211-Psychology
ACC	111 or BUS 124	BUS	297-Info.Proc. Internship
BUS	128-Intro. Mgt.	COM	268-Adv. Desktop
MAT	114 or 121 or 210-Math	COM	266-Adv. Lotus 1-2-3
SEC	236 Adv. Info. Proc.	SEC	128-Machine Trans.
		SEC	???-Graphics

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

Students should be advised that they are not "locked" into the Tech Prep sequence of courses. Students may enter the program at any point as long as they meet the prerequisites for the higher level course.

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

??? denotes new course listing.

Tech Prep Is ...

* An avenue to education reform
* The integration of technical and academic curriculum
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* Preparation for employment, careers and continuing education

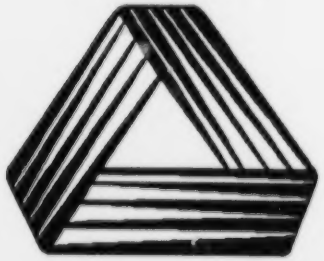
INFORMATION PROCESSING

"Management Option"

Shawnee High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

SHAWNEE HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Computer Keyboarding	Computer Software Applications	Information Processing I-B	Information Processing II-B
English I	English II	English III	English IV
Algebra I	Geometry	Algebra II	Elective
Physical Science	Biology	Chemestry	Elective
Business and Tech. Concepts	Driver's Ed./ Health Ed.	U. S. History	Government/ Consumer Econ.
Geography/ Current Events	Speech/ Communications	Accounting I	Psychology (sem)
Physical Education	Physical Educaton	Physical Education	Physical Education

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

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SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Freshman	Sophomore
First Semester	**First Semester**
ENG 111-Eng. Composition MAT 114 or210 or 121-Math ACC 111-Intro. to Acctg. BUS 219- Bus. Comp. Sys. SEM 111-Pers. Career Dev. COM 261-Adv. DOS	BUS 214-Business Law I COM 168-Intro. Desktop Pub. BUS 210-Principals of Mgt. COM 225-Systems Analysis ECO 211-Economics COM 264 Adv. dBase IV COM 266-Adv. Lotus
Second Semester	**Second Semester**
ENG112-English Comp. SPC 111-Speech PSY 211-Psychology BUS 116-Prin. of Marketing One of the following: COM 220 COBOL COM 224 PASCAL COM 228 RPG II/III	BUS 297-Info. Proc. Intern. COM 268 Adv. Desktop Pub. ENG ???-Business Comm. BUS 215-Business Law II BUS 211-Intro. to Finance

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

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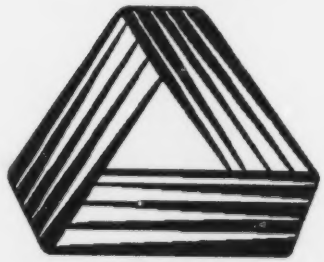
INFORMATION PROCESSING

"Technician Option"

Shawnee High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

SHAWNEE HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing *

Grade 9	Grade 10	Grade 11	Grade 12
Computer Keyboarding	Computer Software Applications	Information Processing I-B	Information Processing II-B
English I	English II	English III	Elective
General Math	Career Math	Algebra I	Elective
General Science	Biology	U. S. History	Government/ Consumer Econ.
Elective	Driver's Ed/ Health Ed.	Elective	Elective
Business and Tech. Concepts	Elective	Elective	Elective
Physical Education	Physical Education	Physical Education	Physical Education

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Technician Option

Freshman	Sophomore
First Semester	**First Semester**
ENG 111 or 124-English SEC 120-Recs. and DB Mgt. SEC 227-Office Info. Process. BUS 219-Bus. Comp. Sys. SEM 111-Pers. Career Dev. COM 161-Intro to DOS SPC 111-Speech	SEC 223-Document Prod. ACC 224-Comp. Acctg. BUS 260-Human Relations COM 168-Intro. Desktop Pub. ECO 211-Economics ENG ???-Applied Comm. COM 166-Intro. to Lotus
Second Semester	**Second Semester**
ENG 112 or 125-English COM 261-Adv. DOS ACC 111 or BUS 124 BUS 128-Intro. Mgt. MAT 114 or 121 or 210-Math SEC 236 Adv. Info. Proc.	SPC 210-Interper.Comm. PSY 224 or 211-Psychology BUS 297-Info.Proc. Internship COM 268-Adv. Desktop COM 266-Adv. Lotus 1-2-3 SEC 128-Machine Trans. SEC ???-Graphics

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

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Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

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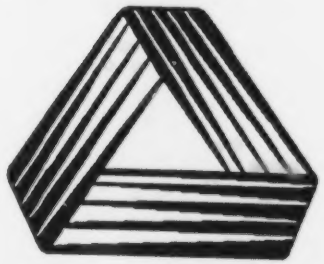
INFORMATION PROCESSING

"Technician Option"

Anna-Jonesboro High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

ANNA-JONESBORO HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Keyboarding I or Business Concepts	Keyboarding I or Business Concepts	Information Processing I-B	Information Processing/Office Procedures II-B
English I	English II	English III	Elective
Math	Math	U. S. History	Government/ Resource Management
Science	Elective	Elective	Elective
HLS-Healthy Lifestyles (PE/Health)	Physical Education	Physical Education	Physcial Education
HLS-Healthy Lifestyles (Food & Nut./ Social Studies)	Driver's Ed/ Elective	Elective	Elective
Elective or Study Hall	Elective	Elective	Elective

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Technician Option

Freshman		Sophomore	
First Semester		First Semester	
ENG	111 or 124-English	SEC	223 -Document Prod.
SEC	120-Recs. and DB Mgt.	ACC	224 -Comp. Acctg.
SEC	227-Office Info. Process.	BUS	260-Human Relations
BUS	219-Bus. Comp. Sys.	COM	168-Intro. Desktop Pub.
SEM	111-Pers. Career Dev.	ECO	211-Economics
COM	161-Intro to DOS	ENG	???-Applied Comm.
SPC	111-Speech	COM	166-Intro. to Lotus
Second Semester		Second Semester	
ENG	112 or 125-English	SPC	210-Interper.Comm.
COM	261-Adv. DOS	PSY	224 or 211-Psychology
ACC	111 or BUS 124	BUS	297-Info.Proc. Internship
BUS	128-Intro. Mgt.	COM	268-Adv. Desktop
MAT	114 or 121 or 210-Math	COM	266-Adv. Lotus 1-2-3
SEC	236 Adv. Info. Proc.	SEC	128-Machine Trans.
		SEC	???-Graphics

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

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Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

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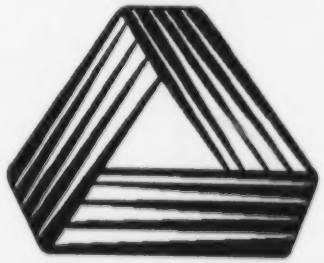
INFORMATION PROCESSING

"Management Option"

Anna-Jonesboro High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

ANNA-JONESBORO HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Keyboarding I or Business Concepts	Keyboarding I or Business Concepts	Information Processing I-B	Information Processing/Office Procedures II-B
English I	English II	English III	Elective
Math	Math	U. S. History	Government/ Resource Management
Science	Elective	Elective	Elective
HLS-Healthy Lifestyles (PE/Health)	Physical Education	Physical Education	Physcial Education
HLS-Healthy Lifestyles (Food & Nut./ Social Studies)	Driver's Ed/ Elective	Elective	Elective
Elective or Study Hall	Elective	Elective	Elective

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

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SHAWNEE COMMUNITY COLLEGE
A.A.S Degree
Information Processing
Management Option

Freshman	Sophomore
First Semester	**First Semester**
ENG 111-Eng. Composition MAT 114 or210 or 121-Math ACC 111-Intro. to Acctg. BUS 219- Bus. Comp. Sys. SEM 111-Pers. Career Dev. COM 261-Adv. DOS	BUS 214-Business Law I COM 168-Intro. Desktop Pub. BUS 210-Principals of Mgt. COM 225-Systems Analysis ECO 211-Economics COM 264 Adv. dBase IV COM 266-Adv. Lotus
Second Semester	**Second Semester**
ENG112-English Comp. S PC 111-Speech PSY 211-Psychology BUS 116-Prin. of Marketing One of the following: COM 220 COBOL COM 224 PASCAL COM 228 RPG II/III	BUS 297-Info. Proc. Intern. COM 268 Adv. Desktop Pub. ENG ???-Business Comm. BUS 215-Business Law II BUS 211-Intro. to Finance

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

??? denotes new course listing.

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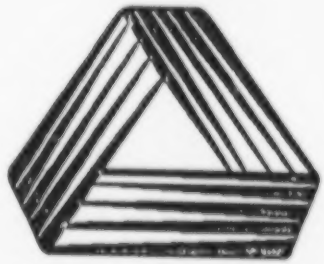
INFORMATION PROCESSING

"Technician Option"

Century High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

INFORMATION PROCESSING

"Management Option"

Century High School

TECH PREP SEQUENCE

Tech Prep Is ...

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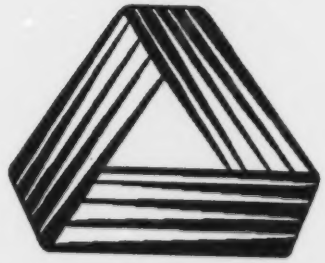
Computer Skills



Basic Skills

CENTURY HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Computers I	Keyboarding & Formatting II	Information Processing I-B	Information Processing II-B
English I/ English I	English II/ English II	English III/ English III	English IV/ English IV
Social Studies	American History	Government/Am. Hist. (WW II to Present)	Resource Management/ Senior Writing
Physical Education/ Health	Physical Education/ Driver's Education	Accounting I	Chemistry I
Physical Science	Biology I	Geometry	Elective
Pre-Algebra	Algebra I	Elective	Elective
Elective	Business & Tech. Concepts	Elective	Elective

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

- Students should be advised that they are not "locked" into the Tech Prep sequence of courses. Students may enter the program at any point as long as they meet the prerequisites for the higher level course.

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Freshman	Sophomore
First Semester ENG 111-Eng. Composition MAT 114 or210 or 121-Math ACC 111-Intro. to Acctg. BUS 219- Bus. Comp. Sys. SEM 111-Pers. Career Dev. COM 261-Adv. DOS	**First Semester** BUS 214-Business Law I COM 168-Intro. Desktop Pub. BUS 210-Principals of Mgt. COM 225-Systems Analysis ECO 211-Economics COM 264 Adv. dBase IV COM 266-Adv. Lotus
Second Semester ENG112-English Comp. SPC 111-Speech PSY 211-Psychology BUS 116-Prin. of Marketing One of the following: COM 220 COBOL COM 224 PASCAL COM 228 RPG II/III	**Second Semester** BUS 297-Info. Proc. Intern. COM 268 Adv. Desktop Pub. ENG ???-Business Comm. BUS 215-Business Law II BUS 211-Intro. to Finance

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

??? denotes new course listing.

INFORMATION PROCESSING

"Technician Option"

Meridian High School

TECH PREP SEQUENCE

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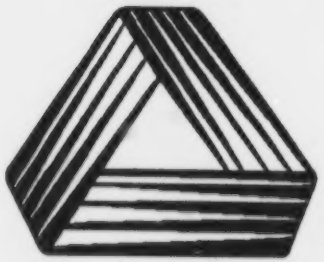
Computer Skills



Basic Skills

MERIDIAN HIGH SCHOOL
Suggested Tech Prep Course of Study For Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Typing I	Computer Concepts and Applications	Information Processing I	Information Processing II
Physical Education/ Health Education	Physical Education/ Driver's Education	Physical Education	Physical Education
Physical Science	General Science	Elective	Elective
English I	English II	English III	Elective
Math Elective *	Math Elective*	Math Elective**	Elective
Elective	Elective	Elective	Elective
Elective	Illinois History	American History	Consumer Education or Government /Econ.

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Technician Option

Freshman		Sophomore	
First Semester		First Semester	
ENG 111 or 124-English		SEC 223 -Document Prod.	
SEC 120-Recs. and DB Mgt.		ACC 224 -Comp. Acctg.	
SEC 227-Office Info. Process.		BUS 260-Human Relations	
BUS 219-Bus. Comp. Sys.		COM 168-Intro. Desktop Pub.	
SEM 111-Pers. Career Dev.		ECO 211-Economics	
COM 161-Intro to DOS		ENG ???-Applied Comm.	
SPC 111-Speech		COM 166-Intro. to Lotus	
Second Semester		Second Semester	
ENG 112 or 125-English		SPC 210-Interper.Comm.	
COM 261-Adv. DOS		PSY 224 or 211-Psychology	
ACC 111 or BUS 124		BUS 297-Info.Proc. Internship	
BUS 128-Intro. Mgt.		COM 268-Adv. Desktop	
MAT 114 or 121 or 210-Math		COM 266-Adv. Lotus 1-2-3	
SEC 236 Adv. Info. Proc.		SEC 128-Machine Trans.	
		SEC ???-Graphics	

REQUIRED ELECTIVES

Music
Art
French/Spanish
Industrial Arts
Home Economics

RECOMMENDED ELECTIVES
Grades 9-10

Business Tech./General Business
Advanced Keyboarding/Typing 2(10th)
Communication Skills
Speech
Industrial Tech. I or II

RECOMMENDED ELECTIVES
Grades 11-12

Accounting I(11), Accounting II(12), Shorthand I, Shorthand II, Office Procedures(Tamms), Sociology(1/2 unit), Psychology(1/2 unit), Parenting, Career Prep, English IV.

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

??? denotes new course listing.

*Required 2 units of math-suggested starting class: Pre-Algebra I or higher
**Suggested additional unit of math-suggested class: Algebra II, Geometry or higher

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INFORMATION PROCESSING

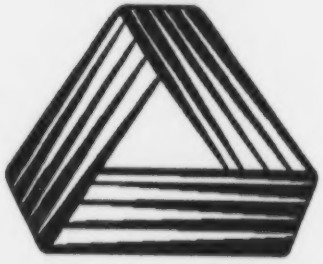
"Management Option"

Meridian High School

TECH PREP

SEQUENCE

Computer Skills



Basic Skills

MERIDIAN HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Typing I	Computer Concepts and Applications	Information Processing I	Information Processing II
Physical Education/ Health Education	Physical Education/ Driver's Education	Physical Education	Physical Education
Physical Science	General Science	Elective	Elective
English I	English II	English III	Elective
Math Elective *	Math Elective*	Math Elective**	Elective
Elective	Elective	Elective	Elective
Elective	Illinois History	American History	Consumer Education or Government /Econ.

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Freshman		Sophomore	
First Semester		First Semester	
ENG 111-Eng. Composition		BUS 214-Business Law I	
MAT 114 or210 or 121-Math		COM 168-Intro. Desktop Pub.	
ACC 111-Intro. to Acctg.		BUS 210-Principals of Mgt.	
BUS 219- Bus. Comp. Sys.		COM 225-Systems Analysis	
SEM 111-Pers. Career Dev.		ECO 211-Economics	
COM 261-Adv. DOS		COM 264 Adv. dBase IV	
		COM 266-Adv. Lotus	
Second Semester		Second Semester	
ENG112-English Comp.		BUS 297-Info. Proc. Intern.	
SPC 111-Speech		COM 268 Adv. Desktop Pub.	
PSY 211-Psychology		ENG ???-Business Comm.	
BUS 116-Prin. of Marketing		BUS 215-Business Law II	
One of the following:		BUS 211-Intro. to Finance	
COM 220 COBOL			
COM 224 PASCAL			
COM 228 RPG II/III			

REQUIRED ELECTIVES

Music
Art
French/Spanish
Industrial Arts
Home Economics

RECOMMENDED ELECTIVES
Grades 9-10

Business Tech./General Business
Advanced Keyboarding/Typing 2(10th)
Communication Skills
Speech
Industrial Tech. I or II

RECOMMENDED ELECTIVES
Grades 11-12

Accounting I(11), Accounting II(12), Shorthand I, Shorthand II, Office Procedures(Tamms), Sociology(1/2 unit), Psychology(1/2 unit), Parenting, Career Prep, English IV.

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

??? denotes new course listing.

*Required 2 units of math-suggested starting class: Pre-Algebra I or higher
**Suggested additional unit of math-suggested class: Algebra II, Geometry or higher

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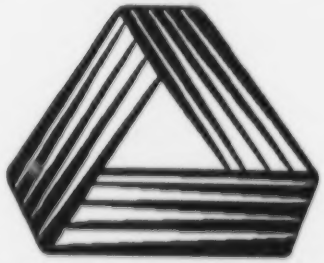
INFORMATION PROCESSING

"Technician Option"

Dongola High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

DONGOLA HIGH SCHOOL
Suggested Tech Prep Course of Study For Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
English I	English II	English III	English IV
Typing I	Algebra I	U. S. History I	U. S. History II
Health/ Physical Education	Biology I	Physical Education	Physcial Education
General Science	Driver's Education/ Physical Education	Resource Mgt./ Occupations	Speech
Algebra 1/2	Typing II	Information Processing I(Tamms)	Information Processing II(Tamms)
Computer Concepts and Applications	PASCAL Programming	Elective	Elective
Study Hall	Study Hall		

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Technician Option

Freshman	Sophomore
First Semester	**First Semester**
ENG 111 or 124-English SEC 120-Recs. and DB Mgt. SEC 227-Office Info. Process. BUS 219-Bus. Comp. Sys. SEM 111-Pers. Career Dev. COM 161-Intro to DOS SPC 111-Speech	SEC 223 -Document Prod. ACC 224 -Comp. Acctg. BUS 260-Human Relations COM 168-Intro. Desktop Pub. ECO 211-Economics ENG ???-Applied Comm. COM 166-Intro. to Lotus
Second Semester	**Second Semester**
ENG 112 or 125-English COM 261-Adv. DOS ACC 111 or BUS 124 BUS 128-Intro. Mgt. MAT 114 or 121 or 210-Math SEC 236 Adv. Info. Proc.	SPC 210-Interper.Comm. PSY 224 or 211-Psychology BUS 297-Info.Proc. Internship COM 268-Adv. Desktop COM 266-Adv. Lotus 1-2-3 SEC 128-Machine Trans. SEC ???-Graphics

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

The Math and Science curricula, along with the regular course content, will include basic arithmetic skills, writing exercises, calculator and computer exercises, problem solving and graphing.

The Information Processing curriculum, along with the state approved task lists, will reinforce basic math, reading, writing and communication skills.

- Students should be advised that they are not "locked" into the Tech Prep sequence of courses. Students may enter the program at any point as long as they meet the prerequisites for the higher level course.

Notes: This is a 67 or 68 semester hour program. BUS 121, Keyboarding(1 hour) and COM 161, Introduction to DOS(1 hour) are prerequisites.

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Tech Prep Is ...

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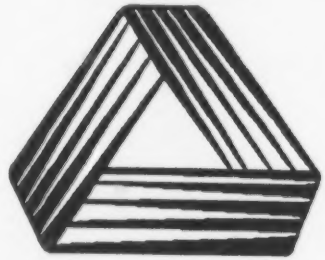
INFORMATION PROCESSING

"Management Option"

Dongola High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

DONGOLA HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
English I	English II	English III	English IV
Typing I	Algebra I	U. S. History I	U. S. History II
Health/ Physical Education	Biology I	Physical Education	Physcial Education
General Science	Driver's Education/ Physical Education	Resource Mgt./ Occupations	Speech
Algebra 1/2	Typing II	Information Processing I(Tamms)	Information Processing II(Tamms)
Computer Concepts and Applications	PASCAL Programming	Elective	Elective
Study Hall	Study Hall		

Notes: The English curriculum, along with the regular course content, will include basic letter writing, letters of application, follow-up letters, personal data sheets, resumes, basic communication skills, group processing, reading comprehension and interview techniques.

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SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Freshman	Sophomore
First Semester ENG 111-Eng. Composition MAT 114 or210 or 121-Math ACC 111-Intro. to Acctg. BUS 219- Bus. Comp. Sys. SEM 111-Pers. Career Dev. COM 261-Adv. DOS	**First Semester** BUS 214-Business Law I COM 168-Intro. Desktop Pub. BUS 210-Principals of Mgt. COM 225-Systems Analysis ECO 211-Economics COM 264 Adv. dBase IV COM 266-Adv. Lotus
Second Semester ENG112-English Comp. SPC 111-Speech PSY 211-Psychology BUS 116-Prin. of Marketing One of the following: COM 220 COBOL COM 224 PASCAL COM 228 RPG II/III	**Second Semester** BUS 297-Info. Proc. Intern. COM 268 Adv. Desktop Pub. ENG ???-Business Comm. BUS 215-Business Law II BUS 211-Intro. to Finance

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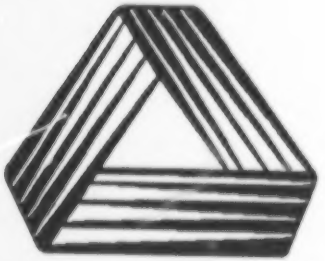
INFORMATION PROCESSING

"Management Option"

Joppa High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

JOPPA HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Grade 9	Grade 10	Grade 11	Grade 12
Keyboarding I (year)	Keyboarding II or Computer Science I	Information Processing I-B(Massac)	Information Processing II-B(Massac)
English	English	English	English
Physical Education	Physcial Education	Physical Education	Physcial Education
Math	Math	Math	U. S. Government/ Geography
Science	Science	U. S. History	Elective
Elective	Driver's Ed./ Health Ed.	Elective	Elective
Elective	Elective	Elective	Elective

Freshman		Sophomore	
First Semester		First Semester	
ENG 111-Eng. Composition		BUS 214-Business Law I	
MAT 114 or210 or 121-Math		COM 168-Intro. Desktop Pub.	
ACC 111-Intro. to Acctg.		BUS 210-Principals of Mgt.	
BUS 219- Bus. Comp. Sys.		COM 225-Systems Analysis	
SEM 111-Pers. Career Dev.		ECO 211-Economics	
COM 261-Adv. DOS		COM 264 Adv. dBase IV	
		COM 266-Adv. Lotus	
Second Semester		Second Semester	
ENG112-English Comp.		BUS 297-Info. Proc. Intern.	
S PC 111-Speech		COM 268 Adv. Desktop Pub.	
PSY 211-Psychology		ENG ???-Business Comm.	
BUS 116-Prin. of Marketing		BUS 215-Business Law II	
One of the following:		BUS 211-Intro. to Finance	
COM 220 COBOL			
COM 224 PASCAL			
COM 228 RPG II/III			

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INFORMATION PROCESSING

"Technician Option"

Joppa High School

TECH PREP SEQUENCE

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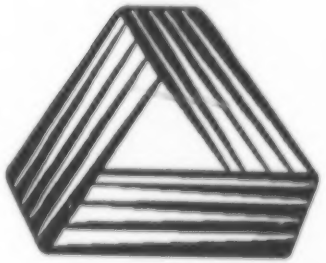

Basic Skills

JOPPA HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Keyboarding I (year)	Keyboarding II or Computer Science I	Information Processing I-B(Massac)	Information Processing II-B(Massac)
English	English	English	English
Physical Education	Physcial Education	Physical Education	Physcial Education
Math	Math	Math	U. S. Government/ Geography
Science	Science	U. S. History	Elective
Elective	Driver's Ed./ Health Ed.	Elective	Elective
Elective	Elective	Elective	Elective

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SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
TechnicianOption

Freshman		Sophomore	
First Semester		First Semester	
ENG	111 or 124-English	SEC	223 -Document Prod.
SEC	120-Recs. and DB Mgt.	ACC	224 -Comp. Acctg.
SEC	227-Office Info. Process.	BUS	260-Human Relations
BUS	219-Bus. Comp. Sys.	COM	168-Intro. Desktop Pub.
SEM	111-Pers. Career Dev.	ECO	211-Economics
COM	161-Intro to DOS	ENG	???-Applied Comm.
SPC	111-Speech	COM	166-Intro. to Lotus
Second Semester		Second Semester	
ENG	112 or 125-English	SPC	210-Interper.Comm.
COM	261-Adv. DOS	PSY	224 or 211-Psychology
ACC	111 or BUS 124	BUS	297-Info.Proc. Internship
BUS	128-Intro. Mgt.	COM	268-Adv. Desktop
MAT	114 or 121 or 210-Math	COM	266-Adv. Lotus 1-2-3
SEC	236 Adv. Info. Proc.	SEC	128-Machine Trans.
		SEC	???-Graphics

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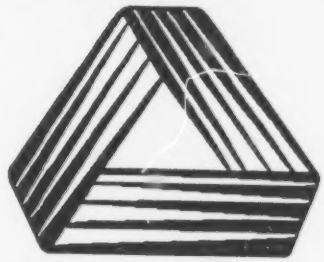
INFORMATION PROCESSING

"Management Option"

Egyptian High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

EGYPTIAN HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Business Technology Concepts	Computer Programming	Information Processing I-B	Information Processing II-B
English	Keyboarding I	Keyboarding II	English
Math	English	English	Physcial Education
Science	Math	Math	Government
Physical Education/ Health	Science	Physical Education	Elective
Elective	Physical Education/ Driver's Education	American History	Elective
World History	Elective	Elective	Elective

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Freshman		Sophomore	
First Semester		First Semester	
ENG 111-Eng. Composition		BUS 214-Business Law I	
MAT 114 or210 or 121-Math		COM 168-Intro. Desktop Pub.	
ACC 111-Intro. to Acctg.		BUS 210-Principals of Mgt.	
BUS 219- Bus. Comp. Sys.		COM 225-Systems Analysis	
SEM 111-Pers. Career Dev.		ECO 211-Economics	
COM 261-Adv. DOS		COM 264 Adv. dBase IV	
		COM 266-Adv. Lotus	
Second Semester		Second Semester	
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SPC 111-Speech		COM 268 Adv. Desktop Pub.	
PSY 211-Psychology		ENG ???-Business Comm.	
BUS 116-Prin. of Marketing		BUS 215-Business Law II	
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COM 220 COBOL			
COM 224 PASCAL			
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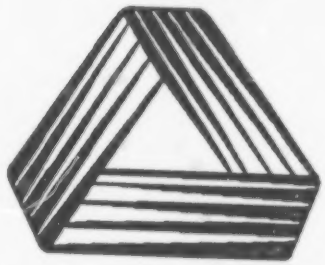
INFORMATION PROCESSING

"Technician Option"

Egyptian High School

TECH PREP SEQUENCE

Computer Skills



Basic Skills

EGYPTIAN HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

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Business Technology Concepts	Computer Programming	Information Processing I-B	Information Processing II-B
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SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Technician Option

Freshman		Sophomore	
First Semester		First Semester	
ENG	111 or 124-English	SEC	223 -Document Prod.
SEC	120-Recs. and DB Mgt.	ACC	224 -Comp. Acctg.
SEC	227-Office Info. Process.	BUS	260-Human Relations
BUS	219-Bus. Comp. Sys.	COM	168-Intro. Desktop Pub.
SEM	111-Pers. Career Dev.	ECO	211-Economics
COM	161-Intro to DOS	ENG	???-Applied Comm.
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ENG	112 or 125-English	SPC	210-Interper.Comm.
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ACC	111 or BUS 124	BUS	297-Info.Proc. Internship
BUS	128-Intro. Mgt.	COM	268-Adv. Desktop
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INFORMATION PROCESSING

"Management Option"

Vienna High School

TECH PREP SEQUENCE

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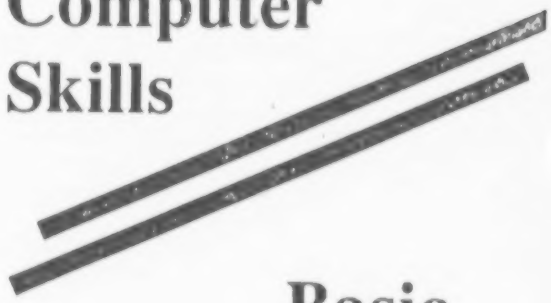

Basic Skills

VIENNA HIGH SCHOOL
Suggested Tech Prep Course of Study For Information Processing

Grade 9	Grade 10	Grade 11	Grade 12
Computer Keyboarding (sem)	Computer Software Applications	Information Processing I-B	Information Processing II-B
English	English	English	English
Physical Education	Physical Education	Physical Education	Physical Education
Math	Math	Math	Civics/ Economics
Science	Science	Resource Mgt. (sem)	Elective
Elective	Driver's Ed./ Health Ed.	US History	Elective
Elective	Elective	Elective	Elective

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SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Management Option

Freshman	Sophomore
First Semester	First Semester
ENG 111-Eng. Composition MAT 114 or210 or 121-Math ACC 111-Intro. to Acctg. BUS 219- Bus. Comp. Sys. SEM 111-Pers. Career Dev. COM 261-Adv. DOS	BUS 214-Business Law I COM 168-Intro. Desktop Pub. BUS 210-Principals of Mgt. COM 225-Systems Analysis ECO 211-Economics COM 264 Adv. dBase IV COM 266-Adv. Lotus
Second Semester	Second Semester
ENG112-English Comp. SPC 111-Speech PSY 211-Psychology BUS 116-Prin. of Marketing One of the following: COM 220 COBOL COM 224 PASCAL COM 228 RPG II/III	BUS 297-Info. Proc. Intern. COM 268 Adv. Desktop Pub. ENG ???-Business Comm. BUS 215-Business Law II BUS 211-Intro. to Finance

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INFORMATION PROCESSING

"Technician Option"

Vienna High School

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Computer Skills

Basic Skills

VIENNA HIGH SCHOOL
Suggested Tech Prep Course of Study For
Information Processing

SHAWNEE COMMUNITY COLLEGE
AAS Degree
Information Processing
Technician Option

Grade 9	Grade 10	Grade 11	Grade 12
Computer Keyboarding (sem)	Computer Software Applications	Information Processing I-B	Information Processing II-B
English	English	English	English
Physical Education	Physical Education	Physical Education	Physical Education
Math	Math	Math	Civics/ Economics
Science	Science	Resource Mgt. (sem)	Elective
Elective	Driver's Ed./ Health Ed.	US History	Elective
Elective	Elective	Elective	Elective

Freshman		Sophomore	
First Semester		First Semester	
ENG 111 or 124-English		SEC 223 -Document Prod.	
SEC 120-Recs. and DB Mgt.		ACC 224 -Comp. Acctg.	
SEC 227-Office Info. Process.		BUS 260-Human Relations	
BUS 219-Bus. Comp. Sys.		COM 168-Intro. Desktop Pub.	
SEM 111-Pers. Career Dev.		ECO 211-Economics	
COM 161-Intro to DOS		ENG ???-Applied Comm.	
SPC 111-Speech		COM 166-Intro. to Lotus	
Second Semester		Second Semester	
ENG 112 or 125-English		SPC 210-Interper.Comm.	
COM 261-Adv. DOS		PSY 224 or 211-Psychology	
ACC 111 or BUS 124		BUS 297-Info.Proc. Internship	
BUS 128-Intro. Mgt.		COM 268-Adv. Desktop	
MAT 114 or 121 or 210-Math		COM 266-Adv. Lotus 1-2-3	
SEC 236 Adv. Info. Proc.		SEC 128-Machine Trans.	
		SEC ???-Graphics	

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TASK LIST FOR BUS 219 - Computer Competency List

COMPETENCY FOR COMPUTER CONCEPTS

Task 1 - Explain the five parts of a microcomputer system: people, procedures, software, hardware, and data.

Task 2 - Distinguish applications software from systems software.

Task 3 - Describe hardware devices for input, processing, storage, output, and communi cations.

Task 4 - Explain computer connectivity.

Task 5 - Explain the features common to all kinds of applications software.

Task 6 - Describe applications software for word processing, spreadsheets, data base managers, graphics, and communications.

Task 7 - Describe integrated software that combines all of these tasks.

Task 8 - Understand the importance of learning about systems software.

Task 9 - Distinguish among four kinds of systems software.

Task 10 - Explain the advantages and disadvantages of DOS.

Task 11 - Discuss the benefits and drawbacks of OS/2.

Task 12 - Describe the advantages and disadvantages Macintosh systems software.

Task 13 - Explain the advantages and disadvantages of Unix for microcomputers.

Task 14 - Describe four classes of computer systems: microcomputer, minicom puter, mainframe, and supercomputer.

Task 15 - Explain the two main parts of the processor part of the central processing unit--the control unit and the arithmetic-logic unit.

Task 16 - Understand the workings and the functions of primary storage.

Task 17 - Describe how a computer uses binary codes to represent data in elec trical form.

Task 18 - Describe the components of the system unit in a microcomputer.

Task 19 - Explain the difference between keyboard and direct-entry input devices and the POS terminal.

Task 20 - Describe the features of keyboards and differentiate among keyboard entry devices used with larger computer systems. These include dumb, smart, and intelligent terminals.

Task 21 - Describe direct-entry devices used with microcomputers. These include the mouse, touch screen, digitizer, light pen, image scanner, fax, bar-code reader, MICR, OCR, OMR, and voice-input devices.

Task 22 - Explain output devices, including monochrome monitors, graphics moni tors, and flat-panel displays.

Task 23 - Describe printers--dot-matrix, daisy-wheel, laser, ink-jet, chain--and flatbed and drum plotters.

Task 24 - Describe voice-output devices.

Task 25 - Describe ergonomics.

Task 26 - Contrast direct access and sequential access storage.

Task 27 - Describe how data is organized: bits, characters (bytes), fields, records, files, and databases.

Task 28 - Describe how diskettes and disk drives work and how to take care of them.

Task 29 - Describe the following kinds of disks: internal hard disk, hard-disk car tridge, and hard-disk packs.

Task 30 - Discuss optical disks.

Task 31 - Describe magnetic tape streamers and magnetic tape reels.

Task 32 - Describe communications resources available: fax machines, electronic bulletin boards, electronic mail, voice-messaging systems, shared re sources, databases, commercial services, and groupware.

Task 33 - Describe communications hardware, including the types of modems.

Task 34 - Discuss bandwidth, serial versus parallel transmission, direction of flow, modes of transmission, and protocols.

Task 35 - Explain four communications network arrangements: star, bus, ring, and hierarchical.

Task 36 - Describe local area, metropolitan area, and wide area networks.

Task 37 - Describe the cable and air communications channels--telephone, coaxial, and fiber-optic cables; microwave relays; and satellites.

Task 38 - Understand the difference between batch processing and real-time pro cessing.

Task 39 - Describe the difference between master files and transaction files.

Task 40 - Define and describe the three types of file organization: sequential, direct, and index sequential.

Task 41 - Describe the advantages of a database.

Task 42 - Describe the essentials of a database management system (DBMS).

Task 43 - Describe three ways of organizing a DBMS: hierarchical, network, and relational.

Task 44 - Distinguish among individual, company, distributed, and proprietary databases.

Task 45 - Discuss the issues of privacy, security, and ethics regarding information in databases.

Task 46 - Explain how changing technology has made the microcomputer a re source that can use information systems.

Task 47 - Explain how organizations can be structured according to five functions and three management levels.

Task 48 - Describe how information flows in an organization.

Task 49 - Distinguish among a transaction processing system, a management infor mation system, and a decision support system.

Task 50 - Describe what an executive information system is.

Task 51 - Describe the six phases of the systems life cycle in systems analysis and design.

Task 52 - Discuss how problems or needs are identified during Phase 1, the prelimi nary investigation.

Task 53 - Explain how the current system is studied and new requirements are specified in Phase 2, the systems analysis phase.

Task 54 - Describe how a new or alternative information system is designed in Phase 3, the systems design phase.

Task 55 - Explain how new hardware and software are acquired, developed, and tested in Phase 4, systems development.

Task 56 - Discuss how a new information system is installed and users are trained in Phase 5, systems implementation.

Task 57 - Describe Phase 6, systems maintenance, the system audit and ongoing evaluation, to see if a new system is doing what it is supposed to do.

Task 58 - Understand prototyping.

Task 59 - Understand the six steps of programming.

Task 60 - Describe Step 1, problem definition.

Task 61 - Discuss Step 2, the make-or-buy decision, whether to write a custom program or buy a prewritten program.

Task 62 - Describe Step 3, program design, and the program design tools of top-down program design, pseudocode, flowcharts, and logic structures.

Task 63 - Explain Step 4, coding the program.

Task 64 - Describe Step 5, debugging, and the tools for correction program de faults.

Task 65 - Discuss Step 6, documenting the program.

Task 66 - Explain the five generations of programming languages.

Task 67 - Describe desktop managers.

Task 68 - Discuss windowing programs.

Task 69 - Explain what desktop publishing is.

Task 70 - Describe new media: hypertext and multimedia.

Task 71 - Describe CAD/CAM software.

Task 72 - Explain artificial intelligence: robotics, knowledge-based and expert systems, and artificial (virtual) reality.

Task 73 - Explain why it is important to have an individual strategy in order to be a "winner" in the information age.

Task 74 - Describe how technology is changing the nature of competition.

Task 75 - Discuss three ways people might react to new technology.

Task 76 - Describe how you can use your computer competence to stay current and to take charge of your career.

COMPETENCY FOR THE DISK OPERATING SYSTEM

Task 1 - Start the computer using DOS.

Task 2 - Display a diskette directory.

Task 3 - Clear the display screen.

Task 4 - Format a diskette.

Task 5 - Copy files.

Task 6 - Rename files.

Task 7 - Erase files.

Task 8 - Create and remove directories.

Task 9 - Specify paths to files.

Task 10 - Change directories.

Task 11 - Change the DOS prompt.

Task 12 - Display the contents of a file.

Task 13 - Create a batch file.

COMPETENCY WITH WORD PROCESSING

Task 1 - Load the word processing program.

Task 2 - Retrieve a file.

Task 3 - Move around in a document.

Task 4 - Delete characters, words, and lines of text.

Task 5 - Undelete text.

Task 6 - Insert text in Insert and Typeover modes.

Task 7 - Insert and delete blank lines.

Task 8 - Clear the display.

Task 9 - List file names.

Task 10 - Save and replace a file.

Task 11 - Print a document.

Task 12 - Exit the word processing program.

Task 13 - Create a new document.

Task 14 - Spell-check a document.

Task 15 - Save a document.

Task 16 - Combine files.

Task 17 - Block text for copying and moving.

Task 18 - Enter the system date into the document.

Task 19 - Align text flush with the right margin.

Task 20 - Set margins.

Task 21 - Use and set tabs.

Task 22 - Display hidden codes.

Task 23 - Search and replace text.

Task 24 - Set justification.

Task 25 - Use the mail-merge feature.

Task 26 - Create primary (form) and secondary (data) merge files.

Task 27 - Merge the primary and secondary files.

Task 28 - Center, boldface, and underline text.

Task 29 - Open two document files concurrently.

Task 30 - Create a split screen or open a window.

Task 31 - Move text between the two documents.

Task 32 - Define newspaper-style columns.

Task 33 - Reformat the screen display.

Task 34 - Use the document preview feature.

Task 35 - Use the hyphenation feature.

Task 36 - Save and exit the two document files.

Task 37 - Create and edit an outline.

Task 38 - Draw lines.

Task 39 - Generate a table of contents.

Task 40 - Enter and edit footnotes. (Just in case)

Task 41 - Specify page numbering.

Task 42 - Suppress page numbering.

Task 43 - Center the text from top to bottom on a page.

Task 44 - Use block protection.

Task 45 - Prevent/allow widows and orphans.

COMPETENCY USING ELECTRONIC SPREADSHEETS.

Task 1 - Move around the worksheet.

Task 2 - Enter labels.

Task 3 - Edit worksheet entries.

Task 4 - Use the UNDO feature.

Task 5 - Use the Main menu.

Task 6 - Use the Help system.

Task 7 - Enter values.

Task 8 - Enter formulas.

Task 9 - Save a worksheet file.

Task 10 - Print a file.

Task 11 - Copy cell contents.

Task 12 - Highlight and copy a range.

Task 13 - Enter functions.

Task 14 - Erase cell contents.

Task 15 - Change column widths.

Task 16 - Set cell display format.

Task 17 - Insert and delete rows.

Task 18 - Use the character repeat prefix.

Task 19 - Insert and delete columns.

Task 20 - Save and replace a file.

Task 21 - Correct a circular reference.

Task 22 - Freeze row and column titles.

Task 23 - Create and use windows within the worksheet.

Task 24 - Set window synchronization.

Task 25 - Perform what-if analysis.

Task 26 - Use an absolute cell reference.

Task 27 - Extract worksheet data.

Task 28 - Link worksheet data.

Task 29 - Enter the system date.

Task 30 - Justify text.

Task 31 - Use compressed printing.

Task 32 - Create a line graph.

Task 33 - Specify the X axis labels.

Task 34 - Specify data to be graphed.

Task 35 - Enter graph titles.

Task 36 - Enter legends.

Task 37 - Name and save the graph.

Task 38 - Create a bar and stacked-bar graph.

Task 39 - Create a pie chart.

Task 40 - Shade and explode the pie chart.

Task 41 - Print the graphs.

Task 42 - Name a range.

Task 43 - Use an "IF" function.

Task 44 - Create a template.

Task 45 - Create an interactive macro.

Task 46 - Debug a macro.

Task 47 - Use a repetition factor.

Task 48 - Document a macro.

Task 49 - Use the "Tutorial" feature.

Task 50 - Protect worksheet cells.

Task 51 - Create an autoexecute macro.

COMPETENCY USING A DATABASE MANAGEMENT SYSTEM.

Task 1 - Load the database management program.

Task 2 - Issue commands at the dot prompt. (Manual commands)

Task 3 - If an "assistant" is available, issue the same commands using it.

Task 4 - Use the Help facility.

Task 5 - Define the database structure.

Task 6 - Input records to a database.

Task 7 - Append records to a database.

Task 8 - Use the editing keys.

Task 9 - Print the database records.

Task 10 - Exit the database software, saving your work.

Task 11 - Open a pre-existing data base file.

Task 12 - Modify the database structure.

Task 13 - Browse the database records.

Task 14 - Edit the database records.

Task 15 - Mark database records for deletion.

Task 16 - Reposition the record pointer.

Task 17 - Display database records.

Task 18 - Recall records marked for deletion.

Task 19 - List all and selected records.

Task 20 - Delete records from the file.

Task 21 - Print selected records.

Task 22 - Display the disk directory.

Task 23 - Create a new, sorted database file.

Task 24 - Create a multilevel sorted file.

Task 25 - Create an index file.

Task 26 - Open index files.

Task 27 - Use the Seek or Find command.

Task 28 - Use the dot prompt. (If applicable.)

Task 29 - Perform basic numeric calculations.

Task 30 - Create and print a simple report.

Task 31 - Use the report generator feature.

Task 32 - Specify a title for the report.

Task 33 - Specify report columns.

Task 34 - View the report.

Task 35 - Modify the report.

Task 36 - Define subtotals.

Task 37 - Print a report.

BUS 219
INTRODUCTION TO BUSINESS COMPUTER SYSTEMS

SYLLABUS
FALL 1991

Ted Holm, Instructor
Shawnee Community College

BUS 219 - Introduction to Business Computer Systems

COURSE DESCRIPTION: This course provides the student with an in-depth study of computer concepts and terminology. The use of the computer in actual business applications will also be covered. Hands-on experience with computer software will be stressed.

CURRENT TEXT: O'Leary, Williams, and O'Leary, Microcomputing. New York, NY: McGraw-Hill Book Company, 1990.

SOFTWARE PACKAGES:
DOS
WordPerfect
Lotus 1-2-3
dBASE III +

GRADING POLICY:
100%-90% = A
89%-80% = B
79%-70% = C
69%-60% = D
59%-00% = F

Data Processing Concepts: (50% of final grade)

8 - 10 quizes	= 45%
4 oral reports	= 5%

Software Applications: (40% of final grade)

Spreadsheet assignments	= 10%
Data Base assignments	= 10%
Word Processing assignments	= 15%
Networking assignments	= 5%

Attendance:
Based on percentage of class meetings attended = 10%

ATTENDANCE POLICY: Due to the highly complicated nature of this course, the student will be expected to attend all class meetings. If you deem it necessary to miss class, you will still be responsible for all missed work. After two misses, your final grade will be lowered based on the percentage of classes that you missed.

ASSIGNMENT POLICY: Laboratory assignments will be due as a group; for example: all word processing assignments are to be identified with the assignment name

and your name. They are to have a cover sheet and be handed in by the deadline scheduled. Each class day that passes the deadline will cost you 10% of the grade for that particular assignment. These rules apply to all software applications.

TEST POLICY: Tests are expected to be taken on the date given. Make-ups will not be given. In the event that you miss more than one quiz, you can take a comprehensive exam to redeem your grade for a missed quiz.

Final grades will be evaluated as described under the grading policy. Other factors such as attendance and class participation will be considered in borderline cases.

MATERIALS: The student will need the textbook and 1-5 1/4" and 1-3 1/2" floppy diskettes to successfully complete this course.

COURSE OBJECTIVES: The student should demonstrate a general understanding of the software applications including spreadsheets, data base concepts, word processing, and networking.

The student should demonstrate a general understanding of computer concepts and terminology.

The student should demonstrate a working knowledge of the use of a microcomputer system.

The student should understand several types of computer organizations, industrial and job outlooks, and social issues.

CREDIT HOURS: 4 credit hours. (3 hours lecture and 2 hours contact lab weekly).

Bus 219 - Tentative Schedule

Meeting	Activity
1	Review Syllabus and Discuss Policies
2	Chapter 1 - You and Computer Compentency
3	Microcomputer Disk Operating System - Discuss Lab 1
4	Chapter 1 - You and Computer Compentency
5	Word Processing - Discuss Lab 1 & 2
6	Chapter 2 - Applications Software: Basic Tools
7	Chapter 2 - Applications Software: Basic Tools
8	Word Processing - Discuss Lab 3
9	Quiz - Chapters 1 & 2
10	Chapter 3 - Systems Software
11	Word Processing - Discuss Lab 4 (Library Assignment 1 Due)
12	Chapter 3 - Systems Software
13	Chapter 4 - The Central Processing Unit
14	Chapter 4 - The Central Processing Unit
15	Spreadsheets - Discuss Lab 1 (Wordprocessing Labs Due)
16	Quiz - Chapters 3 & 4
17	Chapter 5 - Input and Output
18	Spreadsheets - Discuss Lab 2
19	Chapter 5 - Input and Output
20	Chapter 6 - Secondary Storage (Library Assignment 2 Due)
21	Spreadsheets - Discuss Lab 3
22	Chapter 6 - Secondary Storage
23	Quiz - Chapters 5 & 6
24	Spreadsheets - Discuss Lab 4
25	Chapter 7 - Communications
26	Chapter 7 - Communications
27	Chapter 8 - Files and Data Bases
28	Chapter 8 - Files and Data Bases
29	Quiz - Chapters 7 & 8
30	Spreadsheets - Discuss Lab 5
31	Chapter 9 - Informations Systems
32	Chapter 9 - Informations Systems (Library Assignment 3 Due)
33	Database - Discuss Lab 1 & 2 (Spreadsheet Assignments Due)

34 Chapter 10 - Systems Analysis and Design
35 Chapter 10 - Systems Analysis and Design
36 Database - Discuss Lab 3 & 4
37 Quiz - Chapters 9 & 10
38 Chapter 11 - Programming and Languages
39 Local Area Networks - Discuss Lab 1
40 Chapter 11 - Programming and Languages
41 Chapter 12 - Emerging Microcomputer Applications
(Library Assignment 4 Due)
42 Chapter 13 - Your Future: Managing Information Technology
43 Quiz - Chapters 11, 12, & 13
44 Review for Final Exam
45 Final Exam

DEFINITION OF INFORMATION PROCESSING:

INFORMATION PROCESSING involves coordinating people, equipment, and procedures for organizing information in a meaningful way within an information system.

INFORMATION PROCESSING has become a common term referring to the automated processing of all the various categories of information (data, words/text, graphics, images, and voice. Terms such as word processing, text processing, and word/information processing are giving way to INFORMATION PROCESSING.

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION PROCESSING

TECHNICIAN OPTION

Freshman Year

FIRST SEMESTER

ENG 111	Eng. Comp.	3
SEC 120	Records & Database Management	3
SEC 227	Office Information Processing	3
BUS 219	Business Computer Systems	4
SEM 111	Personal Career Development	1
COM 161	Intro. to DOS	1
		15

SECOND SEMESTER

ENG 112	Eng. Comp.	3
COM 261	Adv. DOS	1
ACC 111	Accounting/	
BUS 124	Bookkeeping	4/3
BUS 129	Intro.Management	3
MAT 121	Applied Math	3
SEC 234	Adv.Info.Proc. Systems Management	3
		16/17

Sophomore Year

FIRST SEMESTER

SPC 111	Speech	3
ACC 224	Computer Acctg.Applic.	3
BUS 260	Human Rel.in Business	3
COM 168	Intro. DeskTop Pub.	1
ECO 211	Econ	3
ENG ___	Applied Commun.	3
COM 166	Intro. LOTUS 1-2-3	1
		16

SECOND SEMESTER

SPC 210	Interpersonal Commun.	3
PSY 204	Pract. Psy.	3
BUS 237	Info.Proc. Internship	4
COM 263	Adv.DeskTop	1
COM 266	Adv.LOTUS 1-2-3	1
SEC 150	Machine Trans.	2
SEC ___	Graphics	1
		15

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This is a 62/63 Hour Program.

NOTES:

I'm assuming that this person is coming into SCC with some keyboarding skills. If not, the person would need to take the prerequisite of SEC 121 - Typewriting I.

For the Mananagement option, BUS 121 - Basic Keyboarding, a one credit course, would be a prerequisite.

COURSE TITLE CHANGES:

SEC 227 Intro. to Word Processing - changed to OFFICE INFORMATION PROCESSING.
SEC 236 Adv. Word Processing - changed to ADVANCED INFORMATION PROCESSING SYSTEMS MANAGEMENT

MAT 121 Technical Mathematics could be adapted to serve as the Applied Math.

NEW COURSES:

1. a one-hour course in GRAPHICS.

2. a three-credit applied English course in business communications.

3. The SEC 128 Machine Transcription emphasis would be on PROOFREADING/EDITING/COMPOSITION/DICTATION/NOTETAKING.

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2-6-92

ASSOCIATE OF APPLIED SCIENCE IN INFORMATION PROCESSING
MANAGEMENT OPTICN

Freshman Year

FIRST SEMESTER

Eng. 111 Eng. Comp.	3
COM 161 Intro. DOS	1
ACC 111 Intro. Acctg.	4
BUS 219 Bus.Comp.Systm.	4
SEM 111 Personal Career Development	1
BUS 214 Business Law	3
BUS 121 Keyboarding	1
	17

SECOND SEMESTER

Eng. 112 Eng. Comp.	3
MAT 121 Applied Math	3
PSY 111 Intro. Psychol.	3
BUS 116 Prin. Marketing	3
Choose one Programming from COM 220 COBOL COM 224 PASCAL COM 228 RPG II/III	3
COM 261 Adv. DOS	1
BUS 260 Human Rel. in Business	3
	19

This is a 70 Hour Program.

Sophomore Year

FIRST SEMESTER

SPC 111 Speech	3
COM 168 Intro.DkTop	1
BUS 210 Prin.Manage.	3
COM 225 Systems Analysis	3
COM 227 Database Man. Systems	3
ECON 211 Economics	3
COM 264 Adv.dBase IV	1
COM 266 Adv. Lotus 1-2-3	1
	18

SECOND SEMESTER

BUS 297 Info.Proc. Internship	4
COM 268 Adv.DkTop	1
ENG.___Bus. Comm.	3
ECON: 212 Economics	3
BUS 215 Bus. Law	3
BUS 211 Intro.Finance	3
	17

COMPUTER SYSTEMS (AAS Degree)

The computer systems specialist degree includes study in the major areas of programming, logic, analysis and design, computer operations, operating systems, database, data communications and advanced computer application packages. Students will learn to apply computers to a variety of situations using both IBM microcomputers and minicomputers. The curriculum will give the student a thorough background in computers, business education, and general education which is required to compete in today's business, industry, and government job environments. The student will be trained through classroom experience, "hands-on" computer operations, and practical applications.

FRESHMAN YEAR

FIRST SEMESTER		Semester Hours
BUS 219	Business Computer Systems	4
BUS 121	Keyboarding	1
ENG 111	English Composition	3
MAT 114	Intermediate Algebra	4
SEM 111	Personal Career Development	1
ACC 111 or BUS 124		
Accounting or Bookkeeping		4/3
COM 161	Introduction to DOS	1
	TOTAL HOURS	18/17

SECOND SEMESTER		
COM 222	Computer Logic	3
ENG 112	English Composition	3
SPC 111	Speech	3
*Programming Requirement		3
*Programming Requirement		3
COM 261	Advanced DOS	1
	TOTAL HOURS	16

SOPHOMORE YEAR

FIRST SEMESTER		Semester Hours
COM 225	Systems Analysis	3
COM 227	Database	3
BUS 128	Management	3
*Programming Requirement		3
*Programming Requirement		3
*Programming Requirement		3
	TOTAL HOURS	18

SECOND SEMESTER		
BUS 296	Internship	4
COM 230	Data Communications	3
PSY 211	Intro. to Psychology	3
ELT 130	Hardware Maintenance	2
ECO 211	Economics	3
**Application Requirement		1
**Application Requirement		1
	TOTAL HOURS	17

*Programming requirements would be chosen from COM 220 - COBOL I, COM 223 - COBOL II, COM 224 - PASCAL I, COM 229 - PASCAL II, COM 228 - RPG II, COM 232 - Advanced RPG II, COM 210 - FORTRAN, and COM 231 - C. Programming.

**Application requirements would be chosen from COM 163, COM 168, COM 262, COM 264, COM 266 and COM 268.

SHAWNEE COMMUNITY COLLEGE

College Road • Ullin, Illinois 62992

CONTACT: Marti A. Clarke • Public Relations Coordinator • (618) 634-2242

NEWS RELEASE

June 29, 1992

For Immediate Release:

Representatives from Shawnee Community College, near Ullin, recently attended a five day Tech Prep workshop held at Rend Lake College. The event was held in cooperation with Southern Illinois community colleges and Southern Illinois University.

The concept of Tech Prep is intended to make career-oriented students more employable. Both academic and vocational instructors are working cooperatively to form curriculum to help students apply lessons already learned.

Speakers at the Rend Lake workshop presented the subjects of Applied Math, Applied Communication and Applied Science.

Those from Shawnee Community College who attended the workshop were Dee Poston, director of Tech Prep and medical records; Jean Ellen Boyd, Placement Center Coordinator; Carolyn Holm, speech instructor; Ted Holm, computer science instructor; Sharon Resch, instructor of secretarial science and Salah Shakir, MIS director.

(###)

Project Title: INFORMATION PROCESSING TECHNOLOGY

Funding Agreement Number: JMAA360

Name of Person Completing Addendums: Curt Miller and Dee Poston

Please provide the most accurate information available for the following in order for the Illinois State Board of Education staff to collect statewide data.

1.) Number of secondary sites involved: 11

(List each secondary site.)

Goreville High School
Massac High School
Cobden High School
Shawnee High School
Anna-Jonesboro High School
Century High School
Meridian High School
Dongola High School
Joppa High School
Egyptian High School
Vienna High School

2. Number of post-secondary sites involved: 1

(List each post-secondary site.)

Shawnee Community College

3. Estimated number of **instructors** involved on an **awareness** level:

secondary 105
academic 30
technical 75

post-secondary 30
technical 22
academic 8

4.) Estimated number of **instructors** involved in **implementation**:

secondary 32
academic 22
technical 10

post-secondary 10
technical 5
academic 5

5.) Estimated number of **counselors** involved on an **awareness** level:

secondary 13 post secondary 3

6. Estimated number of **counselors** involved in **implementation**:

secondary 13 post secondary 3

7. Estimated number of **administrators** involved on an **awareness** level:

secondary 25 post secondary 5

8. Estimated number of **students** enrolled in **Tech Prep** courses:

secondary 0 post secondary 0

9. Number of **secondary staff** participating in a **VIP type** of private sector experience:

academic 2 technical 20

10. Number of **post secondary staff** participating in a **VIP type** of private sector experience:

academic 0 technical 0

11. Number of sites using **Applied Math curricula** either as a stand-alone course or infused in another course:

number of sites 6 number of courses per site 1 (92-93)

12. Number of sites using **Applied Communication curricula** either as a stand-alone course or infused in another course:

number of sites 6 number of courses per site 1 (92-93)

13. Number of sites using **Principles of Technology**:

number of sites 0 number of courses per site 0

14. Number of sites using **Applied Biology/Chemistry**:

number of sites 0 number of courses per site 0

15. Number of instructors participating in indepth applied curricula inservice (designed to prepare them to teach the materials, not awareness) 28

16. Number of private sector representatives who are involved in Tech Prep 12

List specific types of private sector involvement and activities:

Guest speakers, field trips, equipment identification curriculum input.

17. Is **work based learning** currently available to students? x Yes ___ No

Cooperative Education
Internships

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If yes, indicate the number of students involved in each type. (definitions attached)

____ Extended Campus	35 Supervised Agricultural
35 Corporate Campus	105 Experience Placement
45 Internship	0 Apprenticeship
48 Cooperative Vocational Education	70 Career Practicum

18. Has **Tech Prep student selection criteria** been identified? ___Yes x No (92-93)

If yes, please attach a list of criteria.

19. Have plans for remediation of students **not** meeting selection criteria been developed?

____Yes x No

If yes, please attach a brief description of the plan if possible.

PLAN CODE 25
PROJECT NUMBER JMAA360
CODE 02-077-5310-51
REGION ALXNDR-JOHN-MASC-PULSKI-UNON ESR
DISTRICT NAME SHAWNEE COLLEGE DISTRICT 531

ILLINOIS STATE BOARD OF EDUCATION
Department of Finance and Reimbursements
Reimbursements Section
100 North First Street
Springfield, Illinois 62777

FRI31B
06/15/92

CONTACT Larry Choate
PHONE # (618) 634-2242

V.E. TITLE IIIE TECH PREP EXPENDITURE REPORT FISCAL YEAR 1992 PROJECT COMPLETION REPORT

REPORT DUE JULY 30, 1992

INSTRUCTIONS: See reverse for specific instructions.

LINE	FUNCTION NO. (1)	EXPENDITURE ACCOUNTS (2)	SALARIES (3)	CONTRACTS AND OTHER (4)	TOTAL (5)
01	100A	SALARY & FRINGE BENEFITS	$	$	$
02	100B	INSTRUCTIONAL MATERIALS	XXXXXXXXXXXXX		
03	100C	INSTRUCTIONAL EQUIPMENT	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
04	100D	INSTRUCTIONAL SUPPLIES	XXXXXXXXXXXXX		
05	211	ATTENDANCE SERVICES	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
06	212	GUIDANCE SERVICES	3,832.00	12,278.81	16,110.81
07	213	HEALTH SERVICES	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
08	214	PSYCHOLOGICAL SERVICES	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
09	215	SPEECH & AUDIO SERVICES	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
10	221	IMPROVEMENT OF INSTRUCTION			
11	222A	MEDIA ED. MATERIALS	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
12	222B	MEDIA ED. EQUIPMENT	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
13	230	GENERAL ADMINISTRATION	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
14	240	SCHOOL ADMINISTRATION	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
15	251/2	BUSINESS AND FISCAL SERV.	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
16	253	CONSTRUCTION	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
17	254	OPERATION & MAINTENANCE	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
18	255	PUPIL TRANSPORTATION	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
19	256	FOOD SERVICES	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
20	257	INTERNAL SERVICES	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
21	260	CENTRAL SERVICES	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
22	290	SUPPORTING SERVICE	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
23	300	COMMUNITY SERVICES	XXXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXXX
24	410	PAYMENTS TO OTHER GOV UNIT		6,740.68	6,740.68
25		TOTAL DIRECT COSTS	$	$ 952.00	$ 952.00
26		APPROVED INDIRECT COSTS			$
27		TOTAL EXPENDITURES			$ 23,803.49
27A		CARRYOVER EXPENDITURES			18,756.51
27B		CURRENT YEAR EXPENDITURES			42,560.00

CASH SUMMARY				PROJECT SUMMARY		
LINE	EXPENDITURES AND RECEIPTS	CARRY OVER (3)	CURRENT YEAR (4)	TYPE OF FUNDS	ALLOTMENT	BUDGET
28	Expenditures from Prior Reports	XXXXXXXXXXXXX	XXXXXXXXXXXXX			
29	Expenditures this Report (Line 27, Column 5)	XXXXXXXXXXXXX	XXXXXXXXXXXXX	Carry-over	$	$
30	Total Expenditures (Line 28 + Line 29)	$				
31	Vouchered to Date		30,602.00	Current Year	43,500.00	43,500.00
32	Cash on Hand (Line 31 - Line 30)	$	940.00			
33	Outstanding Obligations		940.00			
34	Unobligated Balance (Line 32 - Line 33)	$	.00	TOTAL	$ 43,500.00	$ 43,500.00

We, the undersigned, hereby certify that the foregoing statements are true to the best of our knowledge and belief.

James Hill

Date *Signature of District Superintendent or Agency Administrator* *Date* *Signature of Regional Superintendent*

ISBE 50-64 (3/92)

ILLINOIS STATE BOARD OF EDUCATION